

## Payment Policies

Full payment is required in advance by cash, credit card, check or money order made out to “Austin Public Library.” Please mail checks to the address listed in the above letterhead (i.e. PO Box 2287). Texas Sales Tax is added for state residents unless proof of tax-exempt status is provided.

## Reproduction Fees

The prices below include a 5% preservation fee. Files will be sent via email (with download link).

### *Image Reproduction*

Fees per JPG image file (other file formats available upon request):

**Standard: 300dpi (at scale to item)     \$5.00**  
Custom: Any resolution/size larger     \$30.00

*Audiovisual Reproduction* [[submit to AV Archivist or Collections Manager for order intake](#)]

### *Video*

**Minimum fee: Up to 30 minutes     \$50.00**  
Each additional 30 minutes     \$25.00

Unless otherwise requested, all files SD .mov ProRes 4:2:2 .mp4/H624

### *Audio*

**Analog to digital, per recording     \$25.00**  
Unless otherwise requested, all files .mp3 192 Kbps

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Reproduction fees are *waived* for City of Austin *general fund* departments. City of Austin enterprise departments (Austin Convention Center, Austin Energy, Austin Resource Recovery, Austin Water Utility, and Aviation) must pay reproduction fees. There are no reproduction fees for images you can freely download online on our [Digital Collections platform](#) or [The Portal to Texas History](#). Use fees still apply for the publication or display of images available online, unless exempt (see use section below).

## Use Fees

Customers in the following categories are exempt from use fee charges:

1. **Non-profit organizations.** You must provide documentation of your 501(c)(3) status.
2. **Governmental entities.** This includes local, state and federal governments.
3. **Local news media.** Austin television news stations and publications that are published and distributed solely in the Travis County area are considered local news media.
4. **Private individuals** using images for personal use or for display in a non-public area.

[If nonexempt, please see reverse for use fees]

## Use Fees for Publication or Display: Per Usage Type

For still image use, the costs listed below are per image file.

### Books (Print)

1-5,000 copies	\$15.00
5,001-10,000 copies	\$25.00
10,001-25,000 copies	\$35.00
Over 25,000 copies	\$60.00

### Serials (Print)

Under 50,000 circulation	\$15.00
50,001-100,000 circulation	\$25.00
Over 100,000 circulation	\$35.00

**Book Jacket: \$75.00**

**Commercial Motion Picture or TV Use for Photographs (Still Images): \$150.00**

Includes Theatrical Release, Television Broadcast, Streaming Platforms, Home Video (any media), and Clips or Trailer from Full-Length Production for a single production for the life of the work.

**Website, Social Media, eBook, Online Journal, or Presentation Use: \$25.00**

**Local Business Display: \$25.00**

**Advertising Use: \$175.00**

**Print or Digital Collateral: For promotional purposes only, not for commercial re-sale**

1-5,000 copies	\$25.00
5,001-10,000 copies	\$35.00
10,001-25,000 copies	\$50.00
Over 25,000 copies	\$60.00

**Commercial Motion Picture or TV Use for Moving Images (Film or Video Footage)**

Includes Theatrical Release, Television Broadcast, Streaming Platforms, Home Video (any media), and Clips or Trailer from Full-Length Production for a single production for the life of the work.

\$30 / Second
\$300 minimum